

Healthy Work-Life Consist of:



Prioritization

Your to-do lists may have more than 30 tasks on them so it is important for you to prioritize them. When prioritizing you should ask the following questions:

- Is this task important?
- How does this task align with my/work values?
- Will this task help me grow?

If you answered yes to all of these questions, then the task should go at the top of your list.

Time Management

- Identify your peak time to complete task (when are you the most productive)
- Organize your work space

Commitment

The road to a healthy work life requires commitment. Creating balance includes managing your time to complete things that enrich your life. Setting boundaries is the first step to commitment.

Setting Boundaries

- When saying no, explain why and provide an alternative
- Here are some tips for meeting with your manager if you are experiencing signs of burnout
 - a. Write your task list
 - b. Talk about the signs
 - c. Ask for guidance

Comments from the Audience

- Priorities for me are things that grow me. If I am growing, I become a better version of myself and better to service others.
- I put the most important tasks first to make sure they are handled before the end of the day.
- Sometimes I may say no, but I follow up with, if you give me an hour or two, I may be able to assist.